JIM EDGAR
Secretary of State
and
State Archivist

STATE OF ILLINOIS
STATE RECORDS COMMISSION

APPLICATION NO. 86-27
APPLICATION FOR AUTHORITY TO
DISPOSE OF STATE RECORDS

AGENCY
Governor's State University

DIVISION
Vice-President for Academic Affairs

SUBDIVISION

I HEREBY CERTIFY THAT THE RECORDS DESCRIBED IN THIS APPLICATION ARE NOT
NEEDED IN THE TRANSACTION OF CURRENT BUSINESS AND ARE NOT OF
SUFFICIENT, ADMINISTRATIVE, LEGAL, OR FISCAL VALUE TO WARRANT FURTHER
PRESERVATION.

[Signature]
HEAD OF AGENCY
11/25/86

SUBMIT ORIGINAL AND TWO COPIES TO STATE RECORDS
COMMISSION WITH SAMPLES OF EACH ITEM LISTED.

RECOMMENDATION:

Jim Edgar 12/18/86
ARCHIVIST

STATE RECORDS COMMISSION APPROVAL:

[Signature]
CHIEF

[Signature]
SECRETARY

DEC 18 1986

DESCRIPTION OF ITEMS OR RECORD SERIES
GIVE TITLE, EARLIEST DATE, FILE ARRANGEMENT, VOLUME, ANNUAL ACCUMULATION, FORM NUMBERS,
LEGAL REQUIREMENTS AFFECTING RETENTION, AND RECOMMENDED RETENTION PERIOD. IF MICROFILMED,
THE HEAD OF THE AGENCY SHALL ATTACH A STATEMENT CERTIFYING THAT MICROFILM COPIES, MADE IN
ACCORDANCE WITH THE STANDARDS OF THE STATE RECORDS COMMISSION, WILL BE ADEQUATE SUBSTITUTES
FOR THE ORIGINAL RECORDS.

ITEM NO. | DESCRIPTION OF ITEMS OR RECORD SERIES | ACTION TAKEN
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| EM 40 | DESCRIPTION OF ITEMS OR RECORD SERIES | ACTION TAKEN |
DIVISION OF HUMANITIES AND SOCIAL STUDIES/CHAIRMAN

72. Administrative Correspondence

Dates: 1974 -
Volume: 5 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical

This record series consists of correspondence generated and received by this office, copies of memoranda, workload reports, scheduling information and course syllabi.
Recommendation: Retain in the office for three (3) years, then review files and dispose of materials which no longer possess any administrative value.

73. Curriculum Development Files

Dates: 1980 -
Volume: 3 Cu. Ft.
Annual Accumulation: 1/2 Cu. Ft.
Arrangement: Alphabetical by topic/numerical

This record series consists of syllabi and a list of necessary textbooks for all courses of this division.

Recommendation: Retain in the office for three (3) years, then dispose of providing the syllabus has been superseded by a revision. (One copy of all course syllabi material is to be filed with the University Library).

74. Fiscal Files (Duplicates)

Dates: 1983 -
Volume: 1 1/2 Cu. Ft.
Annual Accumulation: 3/4 Cu. Ft.
Arrangement: Chronological

This record series consists of working budget requisitions (stored in binders), purchase orders, travel and expense vouchers for faculty and staff, and related material.

The originals of all these documents are maintained by the Business Office.

Recommendation: Retain in the office for three (3) years, then dispose of providing all audits have been completed.

75. Student Records (Duplicate)

Dates: 1975 -
Volume: 13 Cu. Ft.
Annual Accumulation: 1 1/3 Cu. Ft.
Arrangement: Alphabetical

This record series consists of a folder for each student which contains a trimester printout of the student's grades; a study plan prepared with the assistance of an advisor; Supplemental Admission Evaluation Form and any related correspondence.

Except for the study plan, an original, the originals of all other documents are maintained in the student files of the Registrar's Office.

Recommendation: Retain in the office for five (5) years, then dispose of.
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<tr>
<td></td>
<td><strong>DIVISION OF HUMANITIES &amp; SOCIAL STUDIES/WOMEN'S RESOURCE CENTER</strong></td>
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<td>Research Material and General Correspondence</td>
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**Dates:** 1975 -  
**Volume:** 12 Cu. Ft.  
**Annual Accumulation:** 1 1/5 Cu. Ft.  
**Arrangement:** Alphabetical

The Women's Resources Center provides referral services to women concerning legal, educational, social and medical resources. The center also offers support groups for women in addition to programs, seminars and workshops on topics of major concern to women. It is operated and staffed by the faculty of the Humanities Division.

This record series consists primarily of intake correspondence and referral documentation. Also included are research notes of the faculty concerning topics related to the purpose of this office.

**Recommendation:** Retain in the office for three (3) years, then with the assistance of the University Archives staff, review files and retain permanently in either the University Archives or the Department's Office materials possessing archival/research value and dispose of the balance of materials after completion of the foregoing review(s), providing no litigation is pending or anticipated.  

*Disposition Approved*